

# ***Volunteering at the Huntington Beach Library***



# Volunteer Opportunities in the Children's Department

- Shelving Children's books
- Reading Aloud to Children
- Homework Tutors
- Summer Reading Program

In this presentation we will be focusing on shelving and reading aloud, however...



## **Teen Homework Tutors Needed!**

If you are interested in being a teen tutor and helping children with their homework, see me after this presentation or email Barbara @ [richardb@hbpl.org](mailto:richardb@hbpl.org)

Central Homework Club meets Mondays and Wednesday from 3:30 to 5:00 p.m. during the school year.

We would like our tutors to commit to coming in at least once a week.



**Interested in being a volunteer for our summer reading program?  
Applications go online May 1 @ [hbpl.org](http://hbpl.org)**

# When can you start volunteering?

- If you are under 18 years old, you will need to have your parent sign your volunteer application and then you must bring it back to the Children's Desk. After you return your signed application, you will earn ONE hour credit for attending this workshop. You then can start volunteering.
- If you have not attended a workshop and still wish to shelve, after viewing this PowerPoint, bring in the volunteer shelving test with your signed application to the Children's Desk so we can check your ability to alphabetize. You can then start volunteering.
- If you are 18 years old or older you must meet with our library volunteer coordinator who will give you a fingerprint packet. You then will need to be fingerprinted. Once you have been notified that your prints have been cleared, you will be able to start volunteering.

## Once your signed application is returned, what time can you come in to volunteer?

- If you are shelving, you may come in whenever the library is open. You create your own schedule. We do not call you.

HOWEVER,

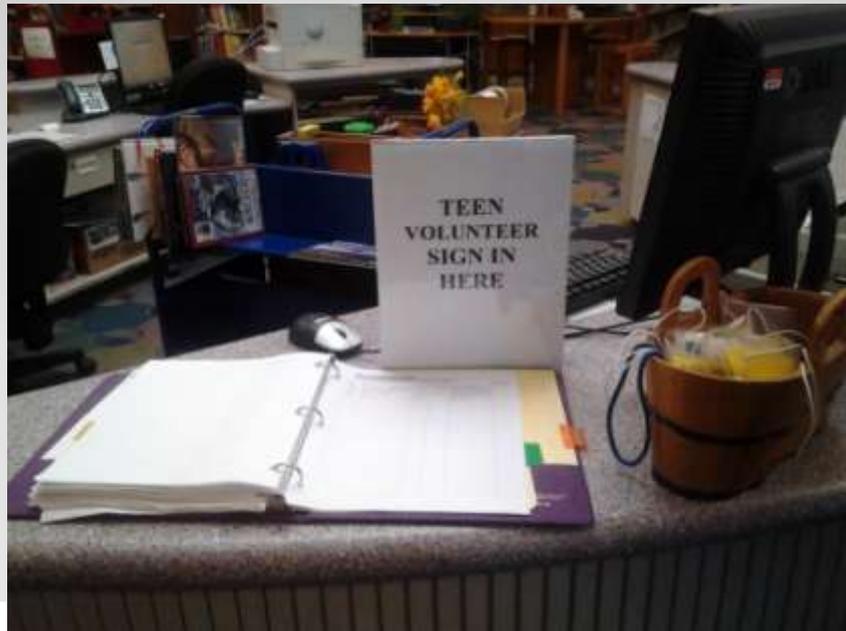
Please check the Children's Calendar to make sure you do not come in during a busy program day as staff will NOT be able to assist or direct you. Shelving volunteers are asked not to volunteer for more than 2 hours a day.

- If you are reading aloud, there is a STAR READER Notebook with a schedule.
- You then sign up for a day and time. You sign up for as many reading times as you like. However, if you cannot make a day that you signed up for please let us know.



# Signing In and Getting Credit for Volunteering

- There is a Volunteer notebook at the Children's Desk. PRINT your first and last name, date and time you come in. Under duties write, "shelving". If you are reading aloud, write "STAR".





# What about breaks?

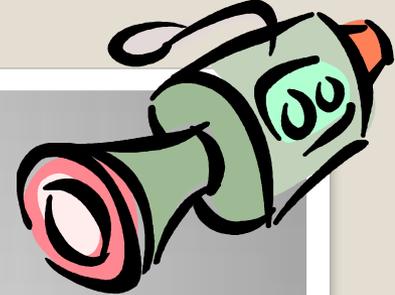
- You may take a 10 minute break without having to sign out.
- If you think you will be gone longer than 10 minutes, please sign out and then sign back in again when you come back.
- Volunteers who abuse the system will be asked not to come back.





**What to wear when shelving**





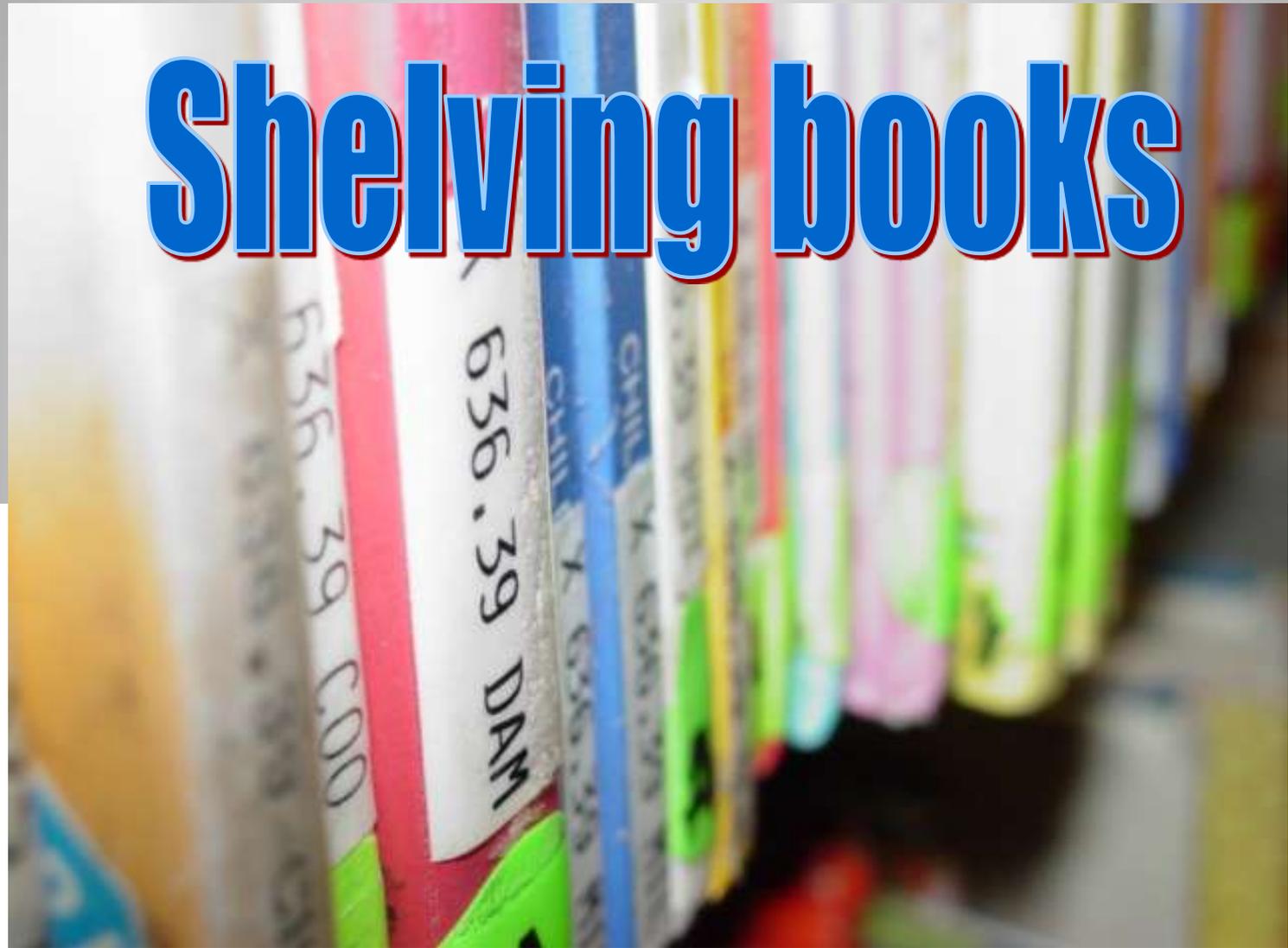
← *A clean shirt!*

← *clean pants or shorts*

← *Closed-toe shoes!*

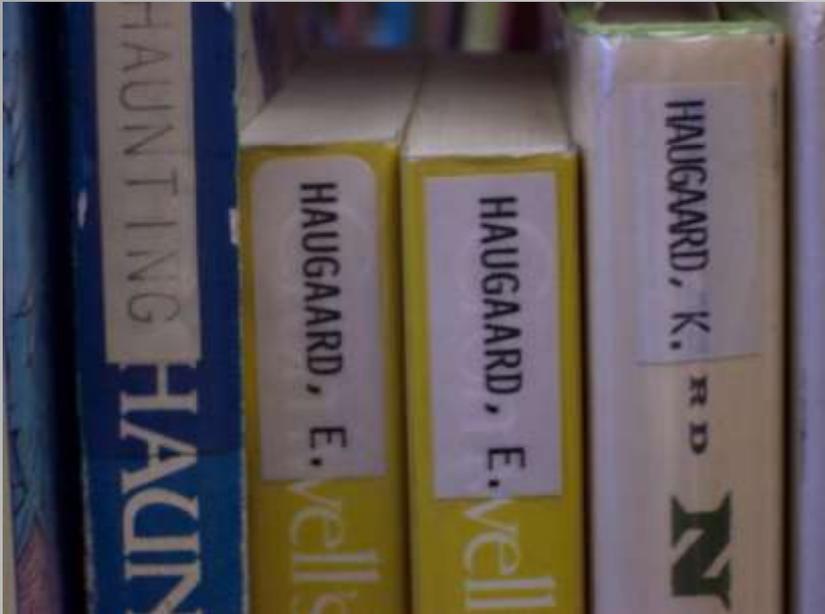


# Shelving books



You've probably seen these numbers on the sides of library books





**Some fiction books will have an Author Label on top and a Location Label on near the bottom of the book spine**



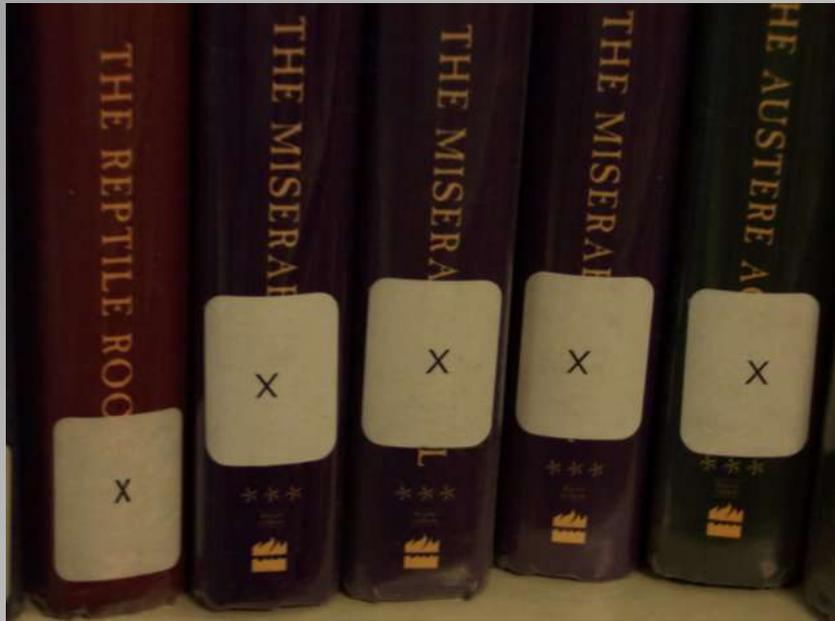
**Newer fiction books have their call number on the top label.**



**A Non-Fiction book will just have a location label near the bottom of its spine. The label will have Dewey numbers on it.**

# Read the Location Spine Labels Carefully

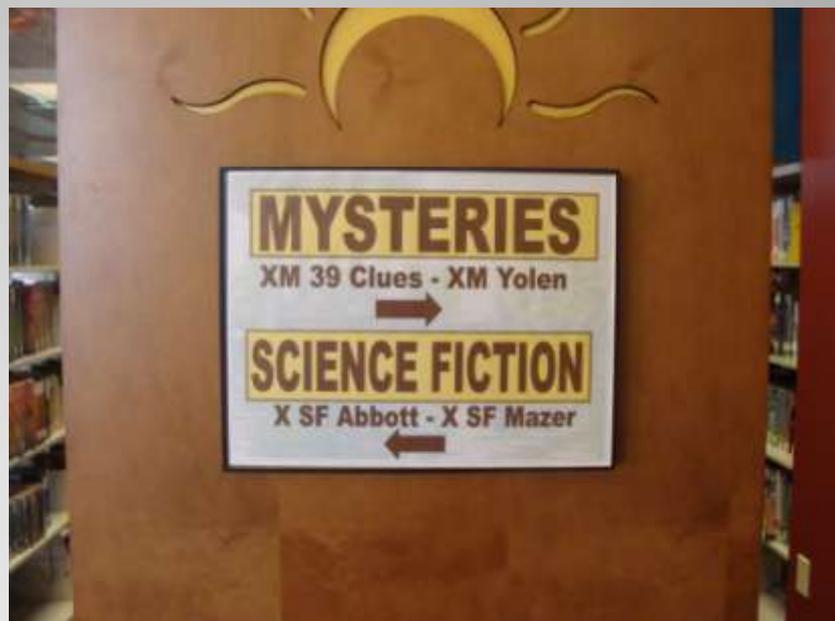




**Children's Fiction books are marked with an X on their spine label.**



**XA is also shelved with X fiction books.**

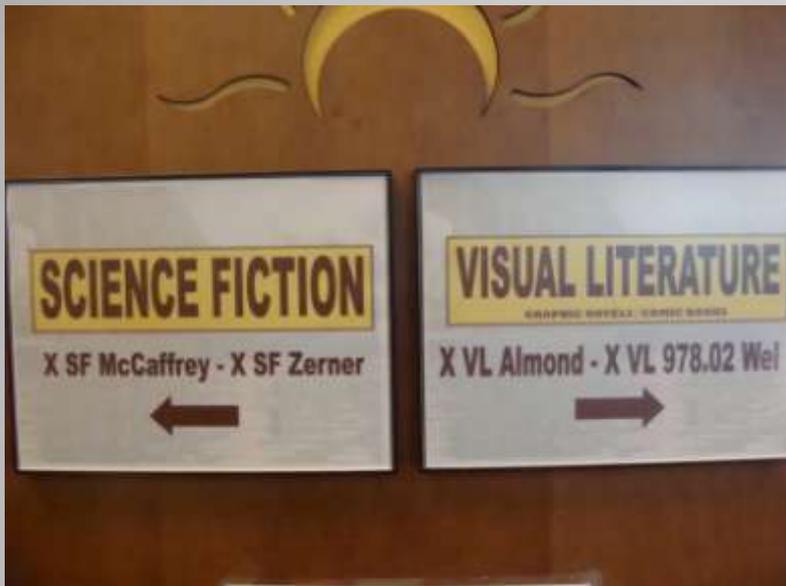


**XM is for Children's Mysteries**



**X SF is for  
Children's Science Fiction**

- X VL is for Visual Literature  
Graphic novels/comic books





**XE is for Children's Picture Books  
(extra pretty)**



# Holiday Picture Books

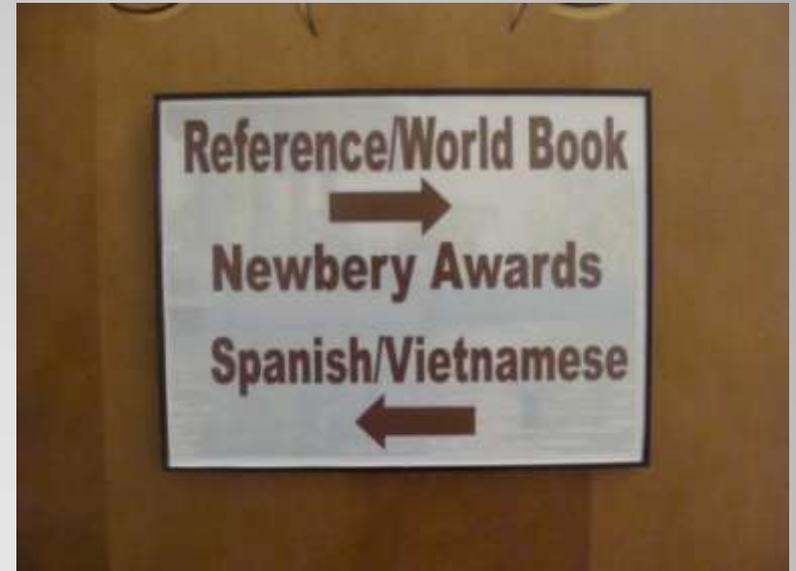
# X BR Beginning Readers



- All our Beginning Readers have been mixed together. They are filed under the author's last name.
- You will see mix of green orange, yellow XP labels and white X BR labels. They are filed together alphabetically under the author's last name.







**XN (Newberry Award)**



**XC (Caldecott)**



## Board Books





# Puzzles

- Children's now keeps Children's DVDs in the Children's Department. These are DVDs rated G. Fiction DVDs are filed alphabetically by title. Non-fiction are shelved by Dewey Number.

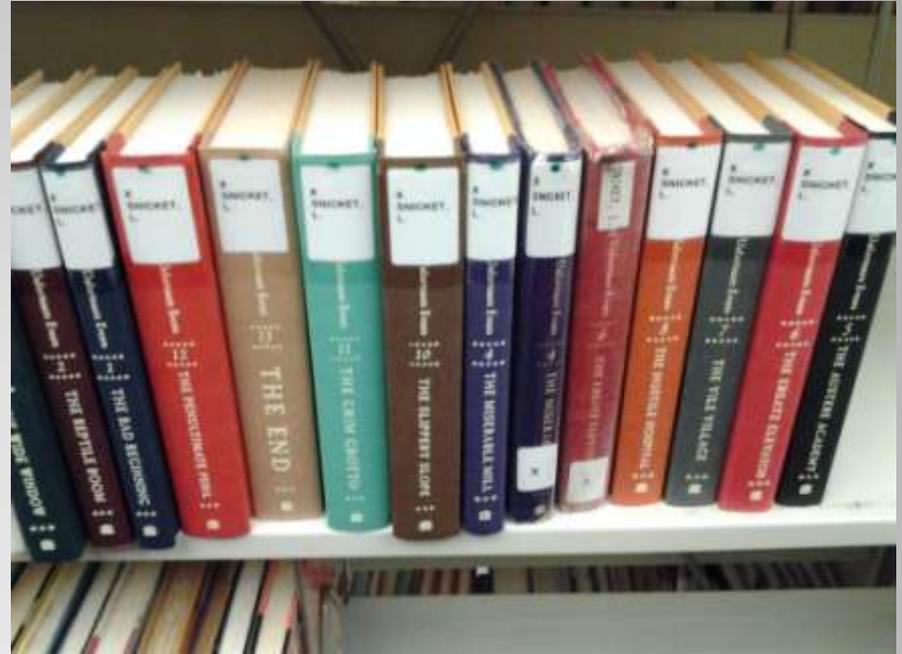
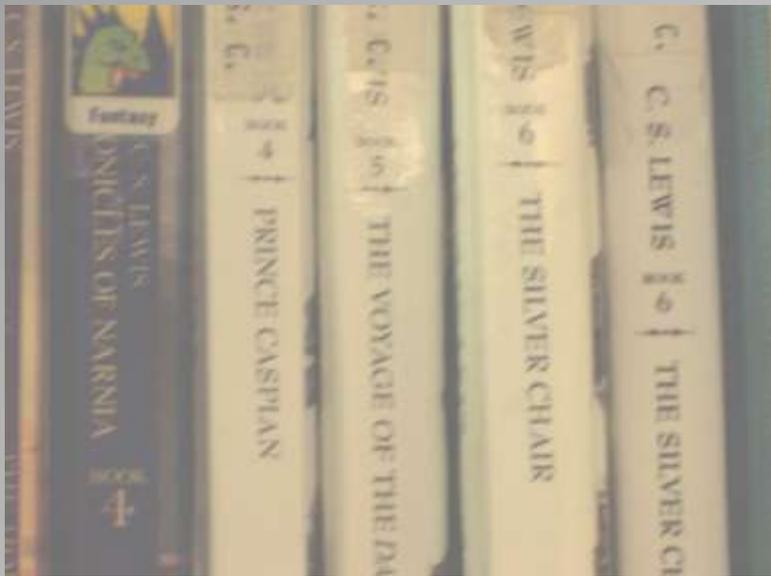




# ABC books and Counting Books



- Things to do after signing in.
- Besides shelving books you can also...



**Read book shelves.**

**Put book series in order if possible.**



**However if the series is over 15 titles, we do not expect you to put them in numerical order.**

- Put the same book titles next to each other





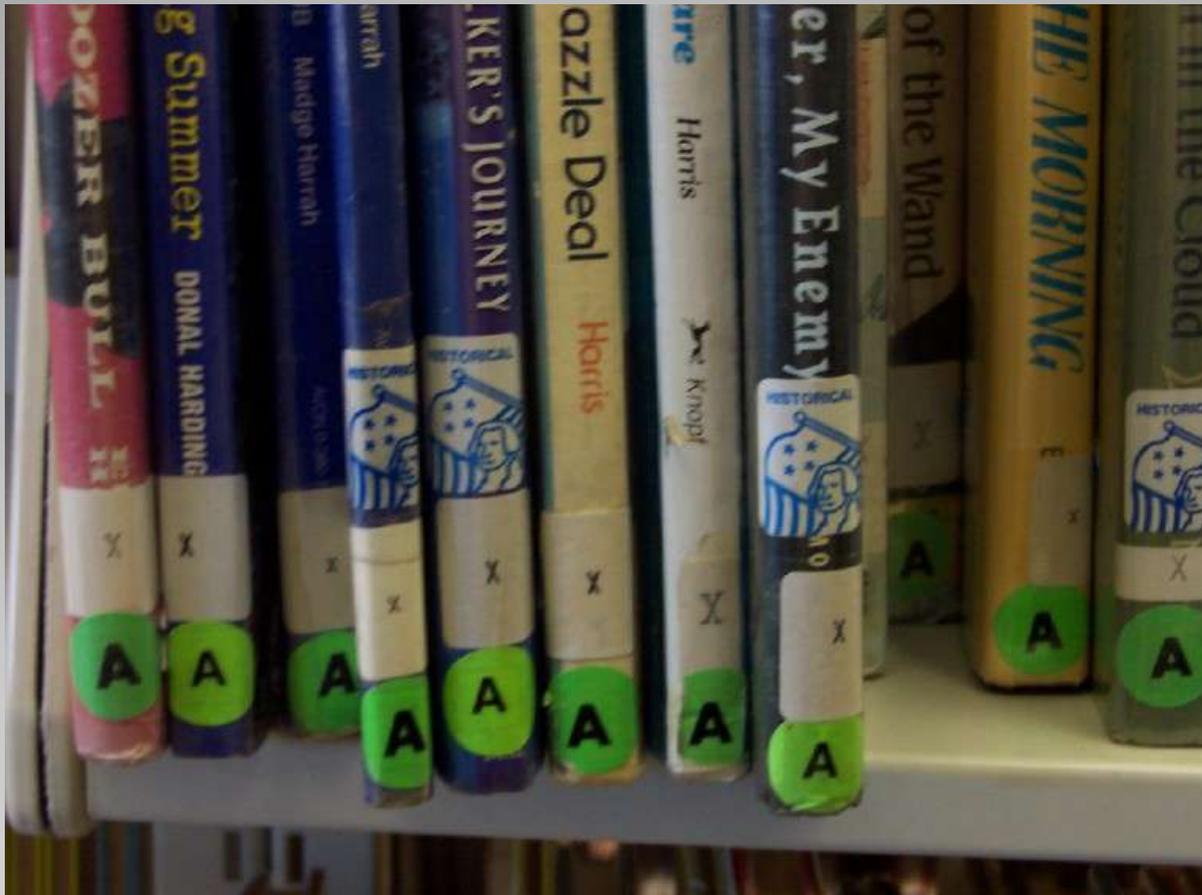
**Straighten up messy shelves**

- Pick up books off the tables, on the floor, and/or left on the story room ledge. Put puzzles back in the puzzle box.



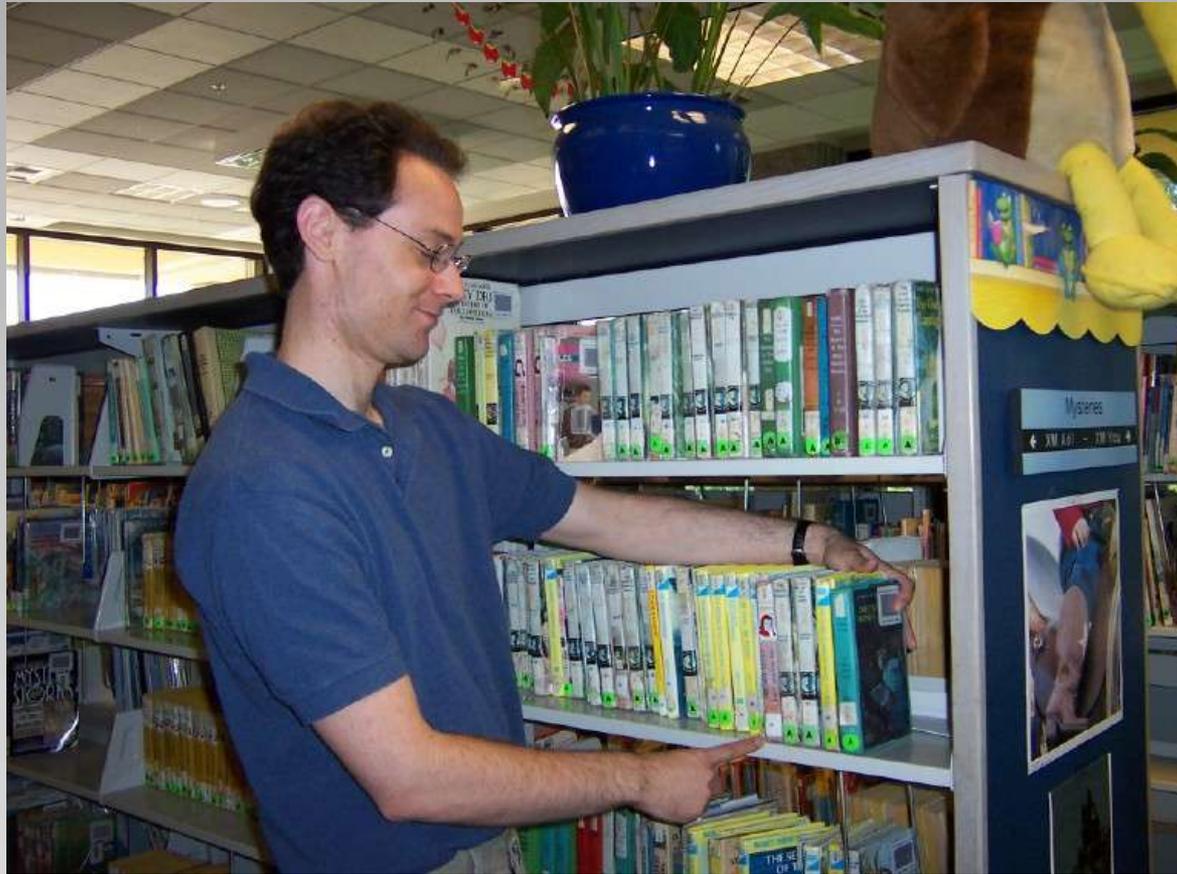
- If you see that noodles have been removed from the bottom shelves, please replace them.





**Make sure no books are pushed in when shelving**





**Have books line up on the edge of the shelf**



**Do not remove bookends when shelving. If a bookend is missing, replace it with another one.**

When Picture Books are scattered all over the floor and tables, what can you do?





**Pick up the pictures books and stand them up on top of the picture book shelves!**



**Pick up books left on tables, the floor or are mis-shelved and put them on the go-back cart.**



## Shelving NON-FICTION

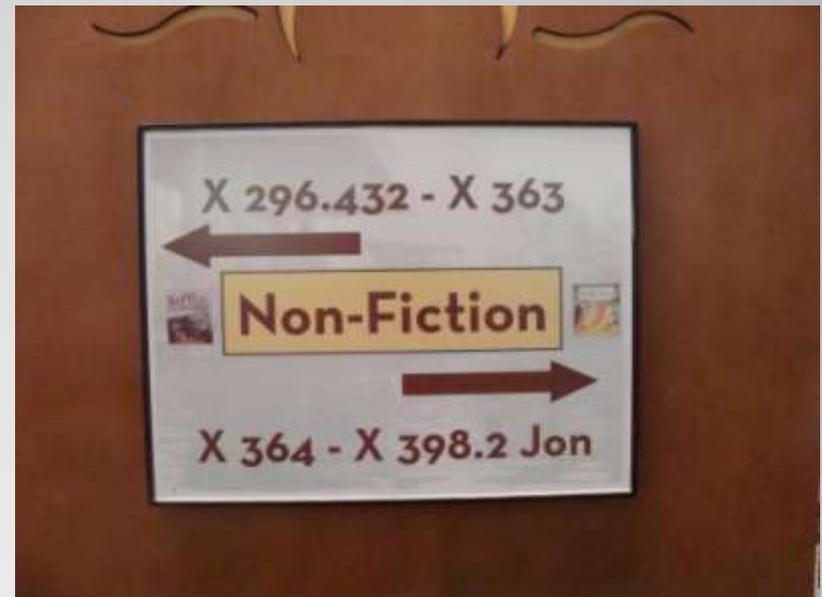
- When you are shelving you will start out shelving the fiction areas. You may be asked to shelve biographies.

Biographies are shelved under the last name of the famous person.



# Shelving Non Fiction

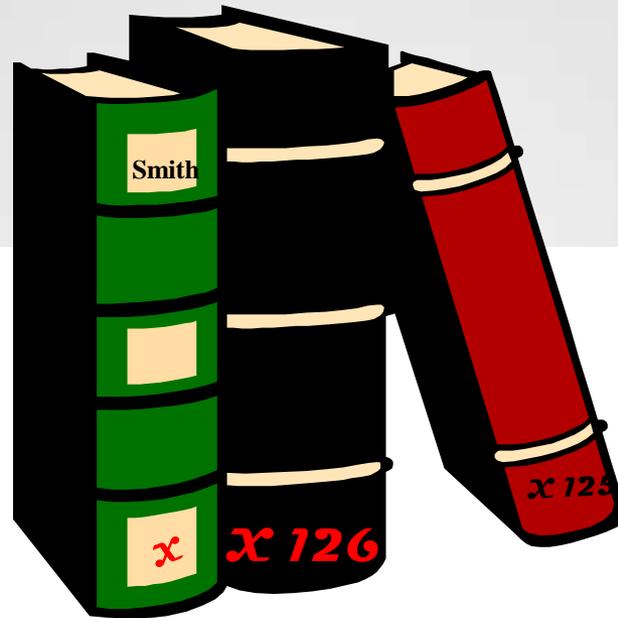
- Shelving non fiction can be a bit tougher than shelving Fiction and Biographies
- Books are files in number AND alphabetical order.



Just as each of these  
homes has an address...



# Every Library Book has a call number on its spine



The X means that the book is located in the children's section.

X 122.13

**Many of the call numbers will have  
decimals at the end**

***x 120***

***x 121***

***x 122***

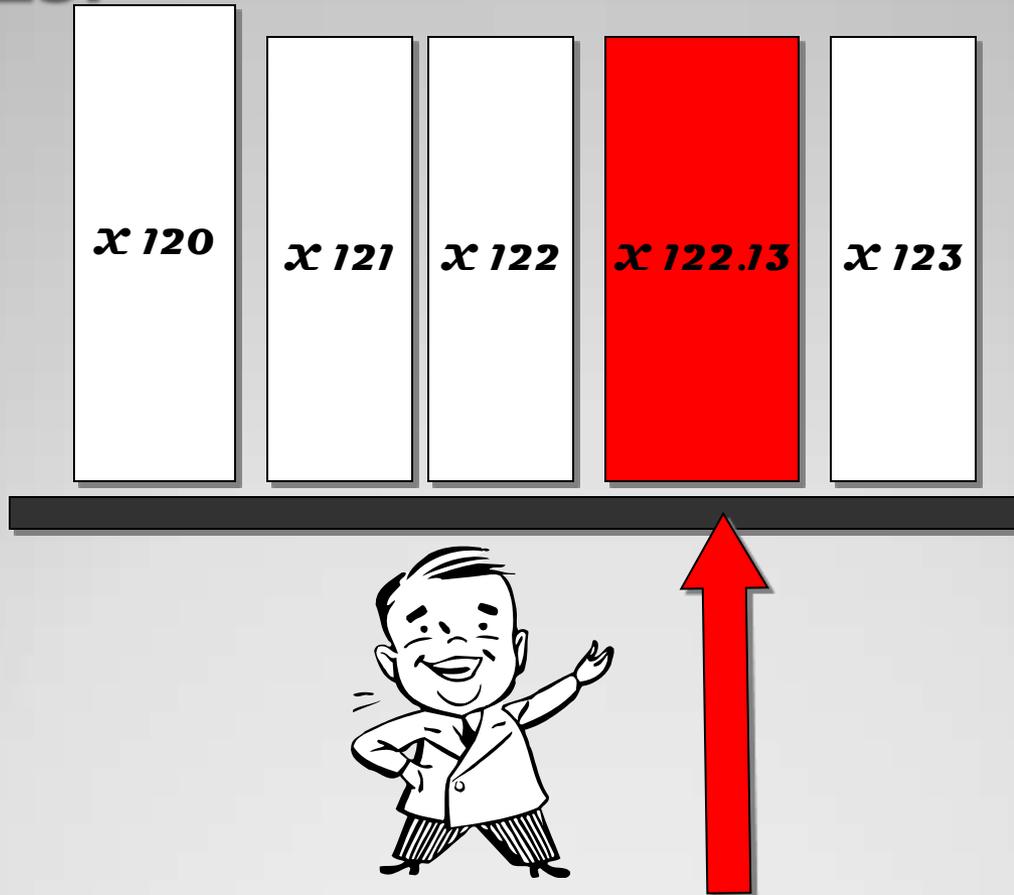
***x 123***



***x 122.13***

**Where would this book go on the shelf?**

**X 122.13 is bigger than X 122 but smaller than X123, so the book goes between X 122 and X123.**



• X 122.13

• X 122.4

Look at the first number after each decimal.

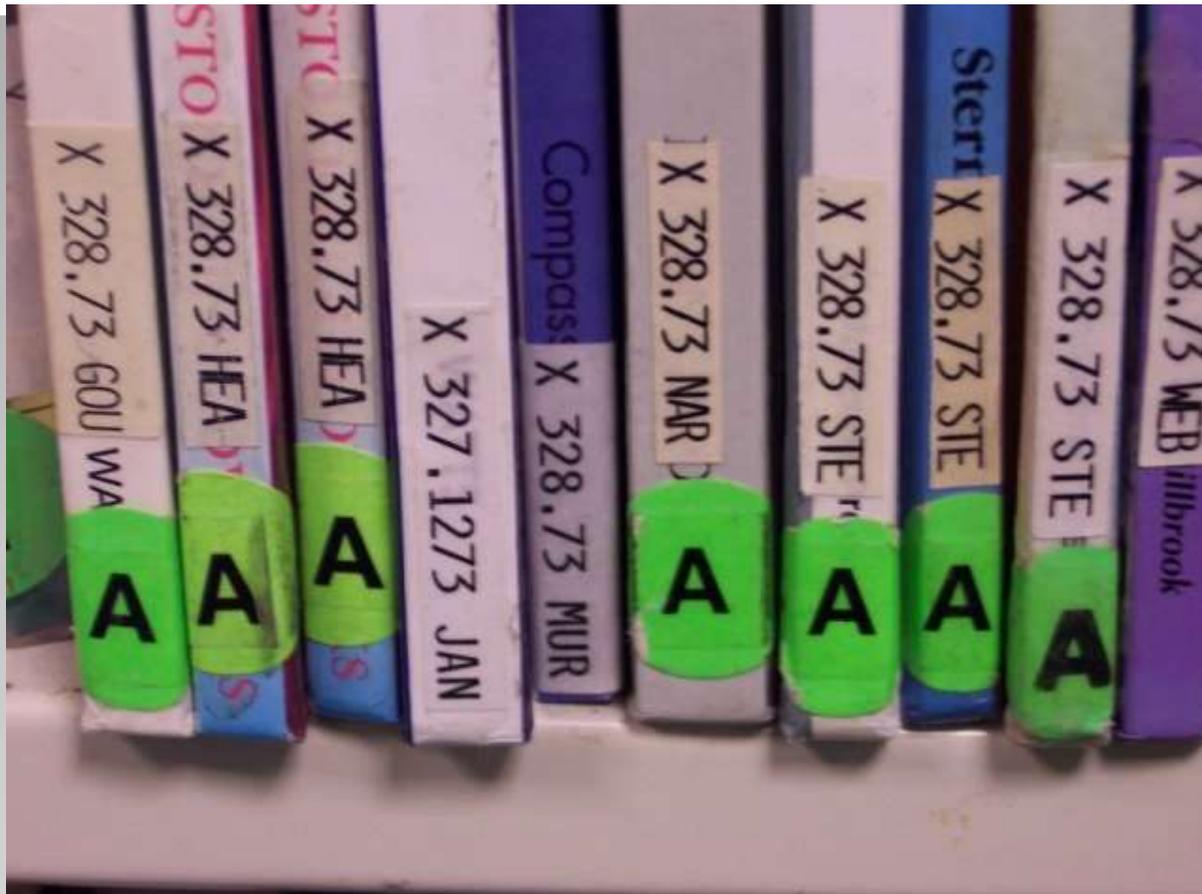
**In case you've forgotten how decimals work, here's a quick review.**

- X 122.13
- X 122.4

**1 is smaller than 4,  
so X 122.13  
comes before X 122.4**



**Non-fiction books go in number order and then are put in alphabetical order. The letters are the first three letters in the author's last name.**



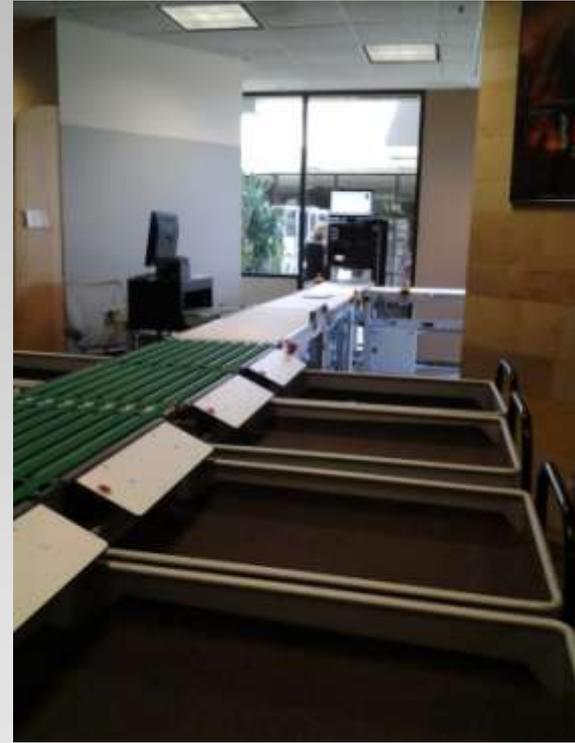
**You must carefully pay attention to the labels when shelving NON-FICTION! Can you find the shelving mistake?**

# Our Materials Handling Room



- The Materials Handling Room is where books are checked in and sorted before they are put back on the shelves.
- Once you have signed in, put on your volunteer lanyard and you will go into the room. See what carts are ready to be shelved or what shelves are full and can be put on carts to be taken outside the room and shelved.





Books are placed into the book return where they are scanned and checked in.

- They go down the conveyor belt and are sorted into bins.

- Library pages will take these items and put them on carts and shelves.



After you sign in and put on your lanyard, you may go into the room and see what needs to be shelved.

There is usually a library page in the room who can assist you should you need help.



- Look for an empty cart to put the books on that you plan to shelve.



- You can take books off the marked carts or shelves and put them on an empty cart to be taken out into the stacks.
- Before taking the cart outside, put the cart in alphabetical order. Fiction books are shelved by the authors last name.
- Children's fiction DVDs are shelved by title.



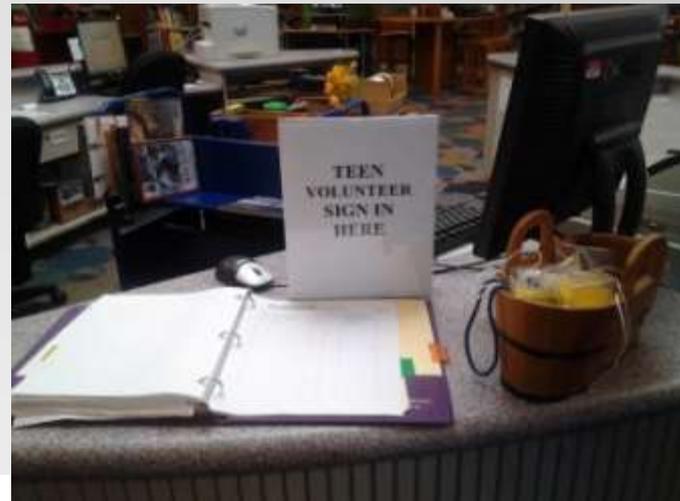
- Make sure to look at the labels to see what type of books you are shelving. Do not get different types of books mixed up.



- If you don't have time to shelve your cart, but have put it in alphabetical order, please tape a note on the cart so we know that it is ready to be shelved.



- When you are finished, remember to write down what time you finished in the Volunteer notebook and return your name tag.



# S.T.A.R. Reader Program



Be a Teen Reading Star.  
Readers are needed in our S.T.A.R. Program  
throughout the year.

# What is a S.T.A.R. Reader?

S.T.A.R. (Story Telling and Reading) is a program designed to encourage children to listen, interact, and be able to enjoy story reading in a smaller, more intimate level



**Star Readers read aloud in our Wave Room. They can select books and puppets from our read aloud rooms**



# How will you know when you can read aloud to children?

**Look for our S.T.A.R. Notebook kept at the Children's Desk.**

Don't see it? Ask staff to give it you.

**Fill in any open slot you would like to fill.**

You can fill in as many slots as you want and you may volunteer with a friend if you want.

**Don't see any times that work for you?**

Let us know and we will see what we can do.

**Can't make the slot you signed up for?**

Please call us @ 714-375-5107 and let us know.



- We need STAR readers!

If you have decided that you would like to be a STAR reader, see me after the presentation or email me at [richardb@hbpl.org](mailto:richardb@hbpl.org). I can email you our STAR READER PowerPoint which will tell you everything you need to know about being one of our reading stars.



**You may even start signing up for read-aloud slots today!**



**It is very satisfying when children can find the books they want to read. It is a rewarding experience to help them develop a love of reading  
You can make that possible by helping to shelve books and reading aloud to children! Thank you for volunteering!**